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# Stable Hands

INCORPORATED

*Therapeutic Riding Program of Siskiyou County*

February 8, 2008

Mr. Bradbury F. Cheney  
Executive Director  
Ben B. Cheney Foundation  
3110 Ruston Way, Suite A  
Tacoma, WA 98402-5307

Dear Mr. Cheney,

I am writing on behalf of the Stable Hands Therapeutic Riding Program to request a grant for our Staff and Volunteer Development Project.

Stable Hands is a private non-profit organization dedicated to promoting health and wellness in individuals with disabilities by providing quality therapeutic horsemanship activities and hippotherapy services to children and adults in Siskiyou County, California. Stable Hands was founded in 1996 with the goal of providing physically, mentally, and emotionally challenged individuals the opportunity to grow through horsemanship. A successful pilot project was completed in 1997 involving four clients for an eight-week session. Since then, Stable Hands has operated yearly from April through October conducting 3 nine-week sessions. In 2000, Stable Hands became a NARHA (North American Riding for the Handicapped Association) Premier Accredited Center. This accreditation ensures that Stable Hands meets or exceeds the highest standards for therapeutic riding and hippotherapy.

In 2007 the program served 43 clients with the assistance of 56 volunteers, 8 horses, and a professional staff of three. Our client numbers continue to grow with new referrals and Stable Hands will be serving approximately 50 riders during 2008.

The purpose of this request is to facilitate the expansion, scope, and quality of program services by providing professional and volunteer enrichment and development opportunities, and specialized activities that advance skill levels. This request would benefit present staff members and volunteers as well as new instructors and volunteers by assisting with funds for costs such as:

- Funding for the recruitment and training of a NARHA certified therapeutic riding instructor. As our client numbers grow, the need for another instructor has become more evident and presently, current staff have no substitute to call on in case of illness, injury, family emergencies, or just have a day off.
- Expenses (registration fees, travel, lodging) for participation in the NARHA National and Regional Conferences. The National Conference is a premier educational opportunity, offering academic sessions, hand-on-demonstrations, and net-working opportunities. The NARHA Regional Conference offers opportunities for staff and volunteers within each region to attend educational seminars and network with others in their geographical area.

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NO ✓  
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BK  
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HOPE Equestrian Center  
PO Box 396  
Eagle Point, OR 97524

Ben B. Cheney Foundation  
3110 Ruston Way, Suite A  
Tacoma, WA 98402-5307

Dear Bradbury F. Cheney:

HOPE Equestrian Center is a nonprofit organization dedicated to providing therapeutic horseback riding to individuals with physical, emotional and learning disabilities. HOPE began in the Rogue Valley in 1988 and has been in operation since 1994. Each year HOPE provides services to individuals with a wide range of disabilities. We work with families and professionals to design a riding program that directly benefits each individual's therapeutic goals.

Saddling up on a horse is an enjoyable experience for many people, but for an individual with a disability it can signify much more—a road to improvement and recovery. Each year people with physical, cognitive and emotional disabilities benefit from equine-assisted activities. Whether it's a five-year-old with Down Syndrome, or a 45-year-old recovering from a spinal cord injury, horseback riding provides challenges as well as rewards for many. Because horseback riding gently and rhythmically moves the rider's body in a manner similar to a human gait, riders with physical disabilities often show improvement in flexibility, muscle tone, balance, posture, coordination and motor development. For individuals with mental or emotional disabilities, the unique relationship formed with a horse can lead to increased confidence, patience and self-esteem, as well as emotional well-being. The sense of independence found on horseback benefits all who ride.

HOPE offers classes for all ages, in group or private lessons. Riders' disabilities include autism, cerebral palsy, spina bifida, spinal cord injury, Down Syndrome, learning disabilities and developmental delays. Our instructors and staff design and monitor individualized lesson plans based on input from doctors, therapists, teachers and parents. Students are evaluated regularly and goals are set to address their physical, emotional and social needs. Individual and class goals encourage each rider to be the best he/she can be, on and off the horse.

Volunteers form the backbone of our organization. Our community-based board of directors includes people in veterinary medicine, medicine, therapy, education, ranching, parents of special needs children, and local businesses. Over 50 volunteers donate their time and energy to assist with horses and riders and to help with special events and clerical tasks throughout the year. Volunteers assist in every session with grooming and saddling horses, and leading or side walking with riders. Volunteers also help us with our annual fundraiser dinner, open barn, horse shows, and other activities. All of our board

No  
LTZ  
BVA

**HOPE**  
Equestrian  
Center

*Therapeutic Horse Riding for the Rogue Valley*

Mailing Address:

Program Address:

(541) 776-0878

website: [hopeequestrian.com](http://hopeequestrian.com)

P.O. Box 1034 • Ashland • OR 97520

4485 McLoughlin Drive • Medford • OR 97502

email: [info@hopeequestrian.com](mailto:info@hopeequestrian.com)

*A Non-Profit Organization*

FEB 14 2003



## Department of Commerce

<https://www.commerce.wa.gov/open-grants-loans/>

- Grants-Programmatic considerations
  - You'll have to do something more/different than you're already doing
  - Won't help you meet your current operating budget
    - May help expansion
  - RFP/RFQ
    - Funder has decided the program
    - Your job is to show that you'd be the best vendor to carry out the job
  - Open process
    - General area of interest
- Grants-Technical considerations
  - Must use ZoomGrants
  - Keep up on website as site doesn't get updated as quickly as it might



<http://startup.choosewashingtonstate.com/resources/grants-awards/>

- Lists variety of other grant opportunities through private funders, many of which are not in the state of Washington. Cannot verify how well Commerce updates/verifies these links and programs.



<https://access.wa.gov/search-access-washington.html?q=grants>

- This page lists a variety of grants beyond the Commerce Department
  - Specialized by subjects
    - Humanities
    - Transportation
    - Water quality
    - And others



<https://www.grants.gov>

- Home page of grants.gov has a lot of great information, including videos about how to use the site
- Search for grants allows you to look at a variety of search options
  - Opportunity Status
    - Pre-marked for Forecasted and Posted
  - Funding type: Grants
    - Other areas generally won't apply
  - Eligibility
    - Choose the 501 c 3 option
  - Category
    - Be creative and open
      - Think about what you are trying to achieve
      - Think about different aspects of your project such as multiple populations served
- Basic things you'll need
  - DUNS number
  - Audit



## CERB Rural Broadband Program

The 2018 Supplemental Capital Budget ([Chapter 298, 2018, PV, Section 1008](#)) created the CERB administered Broadband Infrastructure Program. CERB provides low-interest loan/grant packages to local governments and federally recognized Indian tribes, financing the cost to build infrastructure to provide high-speed, open-access broadband service, to rural underserved communities, for the purpose of community economic development.



### Rural Broadband Program Information

CERB provides funding for construction and planning for rural broadband projects.

Prior to submitting an application for rural broadband construction, please print out and complete the [Rural Broadband Threshold Checklist](#). This will ensure that the submitted application is complete.

#### Rural Broadband Planning Program

If your community is in need of rural broadband planning, CERB provides limited resources for planning studies. Please print out and complete the [Planning Threshold Checklist](#). This will ensure that the submitted application is complete. All broadband planning projects must complete the [Rural Broadband Planning Minimum Requirements](#) and include them in the final submitted document. The [Planning Program Application Overview](#) document will show you what questions will be asked on the actual application.

For more information on our Planning Program, please see CERB's [Planning Program Information](#).

#### Rural Broadband Program Documents

[Informational Flyer](#) (PDF)

[Frequently Asked Questions](#) (PDF)

[PowerPoint Presentation](#) (PDF)

[CERB 2017-19 Rural Broadband Program Policies](#) (PDF)

[Rural Broadband Program Readiness Self Assessment](#)

[CERB Rural Broadband Program Application Overview](#) (PDF)

[CERB Rural Broadband Minimum Planning Requirements](#) (PDF)

[CERB Rural Broadband Threshold Checklist](#) (PDF)

[2017-19 Rural Broadband Application Due Dates and Meeting Schedule](#) (PDF)

### Program links

[CERB Home](#)

[Meeting and Board Members Info](#)

[Applicant/Client Resources](#)

### Join our Rural Broadband email list!

Name

Email

Organization

Title

[Send](#)

### Resources

[Jamestown Networks](#)

[Native Network](#)

[NoaNet](#)

[FCC Interactive Map/ISP Finder](#)

[WSU Digital Initiatives](#)

[Broadband Toolkits](#)

[Broadband USA](#)

Webinar: ["Successful Models and Best Practices for Rural Broadband Deployment"](#)

[Strategic Networks Group](#)

### Ready to Apply?

Contact

Janea Delk

CERB Program Director & Tribal Liaison

[Janea.Delk@commerce.wa.gov](mailto:Janea.Delk@commerce.wa.gov)

Phone: 360-725-3151

### Need help?

Janea Delk

CERB Program Director & Tribal Liaison

[Janea.Delk@commerce.wa.gov](mailto:Janea.Delk@commerce.wa.gov)

Phone: 360-725-3151

Barbara Smith

Program Assistant

[Barbara.Smith@commerce.wa.gov](mailto:Barbara.Smith@commerce.wa.gov)

Phone: 360-725-3169

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## Eligible Applicants

Public entities are eligible to apply for and receive loans and grants to build broadband infrastructure in rural underserved communities linked to community and economic development.

Eligible Applicants:

- Cities and Towns
- Counties
- Federally Recognized Indian Tribes
- Municipal Corporations
- Public Port Districts
- Quasi-Municipal Corporations
- Special Purpose Districts

## Eligible Projects

Eligible projects are those that encourage, foster, develop, and improve broadband within the state in order to:

- Drive job creation, promote innovation, and expand markets for local businesses; or
- Serve the ongoing and growing needs of local education systems, health care systems, public safety systems, industries and businesses, governmental operations, and citizens; and
- Improve accessibility for underserved communities and populations.

## Ineligible Activities

A project is **ineligible** for CERB Rural Broadband funding if:

- The primary purpose of the project is to facilitate or promote a retail shopping development or expansion.
- The primary purpose of the project is to facilitate or promote gambling.
- Evidence exists that the project would result in a development or expansion that would displace existing jobs in any other community in the state.
- The project is located outside the jurisdiction of the applicant local government or federally recognized Indian tribe.
- The project is for equipment or facilities, which would enable a public entity to provide retail, telecommunications services or services that the entity is not authorized by statute to provide.
- The project is for the deployment of publicly-owned telecommunication network infrastructure ("backbone") solely for the sake of creating competitive, publicly-owned telecommunication network infrastructure.

# Funder Research Worksheet

Funder Name: \_\_\_\_\_

## Geographic Focus

<b><u>Factor</u></b>	<b><u>Rank</u></b>	<b><u>Notes</u></b>
Gives specifically in your area	10	
Gives to a region including your area	7.5	
Gives statewide in your state	5	
No particular focus in your area or state	2.5	
Does not appear to give in your area	1	

## Program Focus

<b><u>Factor</u></b>	<b><u>Rank</u></b>	<b><u>Notes</u></b>
Gives specifically in your program type	10	
Gives to your program type among others	7.5	
Gives to related program types	5	
No particular focus on your program type	2.5	
Cites other program types as its priority	1	

## Type of Grant

<b><u>Factor</u></b>	<b><u>Check all that apply</u></b>	<b><u>Notes</u></b>
Ongoing operating or annual campaigns		
Capital campaigns		
Project grants		
Equipment grants		
Other types (capacity-building)		

## GRANT WRITING READINESS QUIZ

<u>Do you have:</u>	<u>I have this in written form or saved on my computer</u>	<u>I would have to create this for the next grant I write</u>
1. a short history, mission, and summary of your programs already written?	<input type="checkbox"/>	<input type="checkbox"/>
2. an up-to-date board list?	<input type="checkbox"/>	<input type="checkbox"/>
3. a copy of your executive director's up-to-date resume? (This means a resume that puts a closing date on the E.D.'s last job and lists the current job time frame as <i>Start date to Present</i> )	<input type="checkbox"/>	<input type="checkbox"/>
4. a copy of the current year operating budget?	<input type="checkbox"/>	<input type="checkbox"/>
5. copies of the actual operating budget for the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
6. a record of the board's giving for this year and past years?	<input type="checkbox"/>	<input type="checkbox"/>
7. service statistics for each program in your organization? (Units of service & person/families served)	<input type="checkbox"/>	<input type="checkbox"/>
8. outcome data for programs that collect such data?	<input type="checkbox"/>	<input type="checkbox"/>
9. the basic census data (w/Census updates) for your community, with details that may be specific to your organization's work?	<input type="checkbox"/>	<input type="checkbox"/>
10. up-to-date job descriptions and resumes for key staff positions? (program directors/managers, credentialed program staff, services specialists)	<input type="checkbox"/>	<input type="checkbox"/>
11. a written description of any recent evaluations done on your services?	<input type="checkbox"/>	<input type="checkbox"/>
12. a copy of your organization's latest audit? (Or copies of a review or compilation, whichever has been completed for your organization)	<input type="checkbox"/>	<input type="checkbox"/>
13. a list of the major contributors/funders of the organization over the past three years?	<input type="checkbox"/>	<input type="checkbox"/>



# Key Tools for Great Grantwriters

*These key tools should be readily available for a grantwriter. You may save them in a computer file, keep paper copies in a 3-ring binder, or use some other form. The ability to stockpile this information and be able to readily retrieve it is a critical asset.*

*The first rule of good writing is to know what you are writing about. And the amount of information you will be writing about is too large to be just kept in your head. Besides, you will move on in your work, and your organization will be stronger if you leave this information behind in a usable form.*

*Organization information is ongoing, with updates at least annually or more often when a new program starts, staff changes, or other events impact the information.*

*Project information will change as often as day-to-day as the project grows from its initial planning to the first grant request to the last dollar in for the project. It's important to have a good record of the promises your organization has made donor by donor, funder by funder.*

*While this may seem an overwhelming amount of information, there are two key things to remember: 1) this information captures all facets of your organization and of each program/request; 2) when you have this information as a reference it makes it easier to write concise requests. For example, each funder does not need to know all the information you write about history, mission, and scope of operation as listed below. It does need a general outline, with a focus on the program(s) relevant to that specific request.*

## Organization Information

- Funder files
  - All requests
  - All grant received
    - Amount
    - Date
    - Follow-up reports
  - Possible new funders
- History, mission, and scope of operations statements
  - Boilerplate you can change as needed
  - Updated for current year
- Outlines of all key programs
  - The community needs the program addresses
  - Summary of what the program does to meet the community need
  - Actual figures for past year(s) on:
    - # units of service
    - # of people served
      - Individuals
      - Families
      - Other categories as applicable

- Evaluation
  - Review what the program planned said it would do to resolve the community needs
  - What did the program say success would look like?
  - How has the program done with regard to that measure?
    - Population affected
    - Population that participated
    - Impacts on people who participated
- This year's board approved budget
- Last year's actual expenditures
  - Should be kept year to year so that after a few years you have actual expenditures for several past years
- Current board list
  - With affiliations
  - Perhaps with gender, race, and ethnicity
- Staff/Volunteer composition
  - Full-time/Part-time
  - Perhaps with gender, race, and ethnicity
- Resumes for key staff
  - E.g. does your executive director have a resume that is updated with current job
    - Too often we see resumes in the same state as they were submitted to the organization when the person was hired
    - It's 2018 and the most recent entry on the resume says 2010 to current, the last job I had before becoming the executive director of this organization
  - Same for other key staff
- Copies of any planned, pending, or approved requests
- Have available copies of the most recent 990 form
  - Maintain a file of these forms so that after a few years you can go back and access past 990s if needed
  - Read the 990 and be prepared to answer questions that may come from funders
- Review and update your GuideStar profile
- Ensure that the GuideStar profile is in line with other information you've collected above

### Community Information

- Define the general community you serve
  - Geographic
  - Demographic
    - Age
    - Income

- Race
  - Ethnicity
  - Other key features
- Define the specific community you serve
  - Key features
    - Families
    - Single adults
    - Homeless
    - Etc
  - Size
    - People in general who could use your services
    - People you engage in some way
      - People who enroll
      - People who complete services
      - People who are impacted
        - Successful impact
        - No impact

### Program Information

- Background on project
  - How did the organization learn of the community need?
  - How does the need fit with the organization's history, mission, and current operations?
  - Is this need focused on a geography, a community, or another factor?
  - Does the need result from a lack of a specific kind of services or a lack in the amount of current services?
- Proposed solution
  - What other organizations provide this or a similar service?
  - What options did the organization consider?
  - Why did the organization settle on this approach?
- Plan
  - What is the organization's plan for implementing the proposed solution?
  - What are the major elements of that plan?
    - What is the timeframe?
      - Start up, if any
      - Ongoing
  - How much will it cost to implement the plan?
    - Are there start-up costs?
    - Are there continuing costs?
- Budget
  - What are the major sources being sought to support the proposed budget?
  - How do these sources fit with the organization's experience?

- Individuals
  - Government grants
  - Foundation/corporate giving
  - Fees for service
- What is the timeframe for your request(s)
- Evaluation
  - What will success look like?
  - How will that be measured:
    - Population affected
    - Population participating
    - Impact on participants